



Development Intern
Location: Nashville, TN

Freedom's Promise is an organization that exists to bring freedom to the oppressed by demonstrating the love of Jesus Christ, preventing human trafficking, and restoring communities. The Development Intern will be responsible for a variety of tasks related to fundraising, with an emphasis on event planning, administrative tasks, and research.

Responsibilities & Qualifications:

Responsibilities during the internship will include, but not be limited to, the following:

- Work alongside development staff to plan and execute large-scale fundraising events
- Participate in brainstorming ideas and solutions for event related needs
- Support development staff with logistical and administrative tasks related to fundraisers
- Assist development team with preparation and set up during event weeks
- Conduct research for potential funding opportunities
- Perform administrative duties such as data entry, making phone calls, and various tasks assigned by development team
- Assist with putting together meeting materials for development team and other staff
- Run errands and pick up supplies for events and meetings as needed (gas expenses will be covered)

Qualifications for the ideal candidate:

- Completed or working toward a college degree in a related field (e.g., Nonprofit Management, Business, English, Public Relations, Marketing/Communications, etc.)
- Effective communicator with a natural ability to engage audiences in written form
- Able to be present at fundraising events: September 17 (Nashville), November 3 (Dalton, GA – can discuss ability to travel), and December 8 (Nashville)
- Ability to perform physical tasks (carrying items during set up - up to 25 lbs.)
- Self-motivated, detail-oriented, teachable, and able to prioritize and meet deadlines
- Strong computer skills and the ability to conduct online research, work in Microsoft Office, Google Docs, Google Sheets, etc.
- Skilled in Canva or other design software are a plus
- Comfortable working alone on assignments and in collaboration with others
- Ability to drive with access to a car

Interested candidates should submit their cover letter (including three personal goals for this internship) and resume to lani@freedomspromise.org.